

TOWN OF WEBSTER

SELECT BOARD

MEETING MINUTES MONDAY MARCH 7, 2022

1 The Select Board held a meeting on Monday, March 7, 2022. The meeting was held at 945 Battle Street,
2 Webster, NH 03303 in the Select Board Conference Room.

3
4 **Select Board Members present:** David Hemenway (Chairperson), Normandie Blake, Marlo Herrick.

5
6 **Also present:** Town Administrator Dana Hadley, Police Chief Stephen Adams, Fire Chief/Road Agent
7 Emmet Bean, Land Use Coordinator Russell Tatro, Emergency Management Director Rob Wolinski.

8
9 Chairperson Hemenway opened the meeting at 6:34pm with the pledge of allegiance. He then took
10 attendance, and all Board members were present. He then made a brief announcement regarding the
11 upcoming election and Town Meeting.

12
13 Chairperson Hemenway moved to the first item on the agenda, Department Head reports.

14
15 Police Chief Adams went over his remaining budget and the incidents from the previous month. He
16 informed the Board that he had recently been recertified as a Firearms Instructor. He also informed the
17 Board that he had received correspondence from the State that informed the department that they would
18 not longer receive the \$1.90 per gallon gasoline rate as of September. Selectwoman Herrick asked who
19 the State's fuel contract was with and was changing this even legal. Chief Adams did not know who the
20 contract was with but planned on talking with the State to get more details. He did know that after
21 September the prices would change every 30-60 days. Chairperson Hemenway suggested that Chief
22 Adams should prepare a budget amendment from the floor at Town Meeting.

23
24 Road Agent Bean began his Highway report by going over the recent maintenance from the last few
25 storms. He stated that Clothespin Bridge had deteriorated faster than expected and had become a liability
26 issue. The Board decided to come back to this topic after they finished with the Department Head reports.
27 Road Agent Bean asked the Board if he could cut the trees on a property the Town owned on Corn Hill
28 Road. He wanted to clean up the line of sight before the property went up for sale. He estimated that it
29 would cost the Town approximately \$5,000.00. The Board agreed that he could. He then stated he had
30 been working with Coordinator Tatro regarding the test pits on Dustin Road. Coordinator Tatro stated that
31 he had no luck contacting NHDES and he would contact them again this week.

32
33 Fire Chief Bean went over the fire incidents and training from the previous month. He than stated that he
34 was looking for a new trailer to store equipment for the department. The largest piece of equipment was
35 the cascade equipment which was stored on the current ambulance but would not fit on the new
36 ambulance. He hoped the trailer would become an all-purpose rescue trailer for the Department. He
37 would have more details in the future. He was also in the process of getting quotes for the replacement of
38 the cement pad at the Safety Building. He hoped to have a quote in the near future. Chairperson
39 Hemenway asked about the driveway for the proposed new location for the Salt Shed. Chief Bean stated
40 that Lieutenant Mitchel was reaching out to the abutter regarding getting the additional land. He also had
41 been thinking of a different location for the driveway that would not require getting additional land.
42 However, he needed to reach out to a different abutter and to ask if the Town could remove their
43 discontinued driveway apron. He felt that the new proposed location would serve the Town better. The
44 Board discussed the idea and agreed that he should continue working on it.

45
46 Administrator Hadley reported that the Auditors would be in the office on April 4th. He expected that the
47 audit would go smoother than last year because the staff had not changed this year.

After the Department Head reports were complete the Board revisited the topic of Clothespin Bridge. Chairperson Hemenway asked what needed to be done about the bridge and asked what the States timeline was for the start of construction. Administrator Hadley stated that the State told them that the project would start early in the 2023 State Fiscal Year around June 2022. However, he did not think this was likely to happen because of the State being slow with the plan's approval. VHB would be coming to the Board meeting on April 21st to go over the plans. Road Agent Bean stated that the bridge had deteriorated faster than expected and was currently looking into all the available options to patch the bridge. Chief Adams asked if the bridge should be closed right now. Selectwoman Blake thought that this would be the safest option. Selectwoman Herrick wished they could have given more warning before the closure. The Board agreed with the sentiment but felt the safety issue was too great.

MOTION: Chairperson Hemenway

To close Clothespin Bridge until the repairs were completed.

SECOND: Selectwoman Blake

DAVID HEMENWAY – YES

NORMANDIE BLAKE – YES

MARLO HERRICK – YES

The motion passed 3 to 0.

Chairperson Hemenway moved to the next item on the agenda, the Fire Chief Job Description.

Administrator Hadley informed the Board that he had not yet made the suggested changes yet, but he had invited Chief Bean to stay to discuss how he felt regarding the proposed changes. Chief Bean stated that the Select Board should leave themselves a little more discretion to waive some of the certification requirements if the situation warranted it. He felt that the previous description would be hard to fill because they were a volunteer department. Emergency Management Director Wolinski commented that he had added the certificate requirements when he had drafted the job description as fire chief because he had been planning for the future department needs. The Board agreed that having the ability to waive some of the certificate requirements on the condition that certifications be received over a period of time made sense. The Board asked Administrator Hadley and Chief Bean to make the appropriate changes.

Chairperson Hemenway moved to the next item on the agenda, Town Policies.

Administrator Hadley stated that he had discussed the Investment Policy and Delegation of Authority Policy with the Town Treasurer. She had suggested no changes to the Investment Policy. The Delegation of Authority policy was already covered under state laws and the Board agreed they would rescind it at a future meeting.

Administrator Hadley had placed the Statement of Safety Policy for the Board to review. The Board wanted the Joint Loss Management to review the policy prior to any changes.

Administrator Hadley had sent the Disciplinary Procedures for the Police Chief, On Call Police Officer, and Police Cruiser Policy to the Police Chief to review. Chief Adams suggested rescinding all three because the first policy was governed by State Law, the second policy was already governed by existing Department policies, and the third was targeted at an officer that no longer worked for the Town. The Board agreed to rescind the policies.

The Board then reviewed the Utilization of Town Counsel policy. The Board felt that they were already following this policy even though they had not known it existed. They asked Administrator Hadley to clean up the policy before they would re-affirm it.

1 The Board then reviewed the Purchasing Policy. The Board asked Administrator Hadley to review all the
2 numbers to make sure they were correct, and they would re-affirm the policy once this was done.

3
4 Chairperson Hemenway moved to the next item on the agenda, Tax Exemptions and Credit.

5
6 Coordinator Tatro informed the Board that he had reviewed several new exemption and credit
7 applications. Each application had been reviewed and the property owners qualified. He asked the Board
8 to sign them in order for him to process them. The Board agreed to sign the applications.

9
10 Chairperson Hemenway moved to the next item on the agenda, abatements.

11
12 Coordinator Tatro informed the Board that he had approved an abatement for the owner for the previous
13 tax bill, but the changes had not yet been made by the assessors, so this had resulted in a bill being issued
14 in error. The Board agreed to sign the abatement.

15
16 Chairperson Hemenway moved to the next item on the agenda, correspondence.

17
18 Administrator Hadley informed the Board that he had received correspondence from a few residents in
19 Pillsbury Lake asking for Deer Meadow Road to be paved. Road Agent Bean stated that he had planned
20 prior to Covid-19 to pave Deer Meadow Road to Cedar Mills. The plans had been changed by the
21 previous Select Board because of the circumstances. He did plan to do this project in the summer.

22
23 Administrator Hadley had also received correspondence from Conservation Chairwoman Christine
24 Schadler. She was asking for the Board to appoint Joseph Pawlowski to the Commission. The Board
25 wanted to invite Mr. Pawlowski to the next meeting to discuss his appointment.

26
27 Administrator Hadley informed the Board that they had received a resignation letter from Deputy Town
28 Clerk Jones. This letter was not expected, and the Board thanked her for her work.

29
30 The last correspondence the Board had received was from the Town of Pittsfield regarding a public
31 hearing for a proposed cell tower.

32
33 Chairperson Hemenway moved onto the next item on the agenda, public comment.

34
35 Chief Bean requested that the Board approve a gift to Fire Department from Chuck Rose Logging and
36 Hopkinton Forestry. They had purchased new lighting and tools for the department. The Board needed to
37 accept the gift before it could be used.

38
39 **MOTION:** Chairperson Hemenway

40 *To accept the gift of lighting and tools for the Fire Department from Chuck Rose Logging and*
41 *Hopkinton Forestry.*

42 **SECOND:** Selectwoman Blake

43 **DAVID HEMENWAY – YES**

44 **NORMANDIE BLAKE – YES**

45 **MARLO HERRICK – YES**

46 **The motion passed 3 to 0.**

47
48 Chairperson Hemenway moved onto Board Motions and Approvals.

49
50 **MOTION:** Chairperson Hemenway

1 *To approve the minutes from 2/22/22, 2/22/22 Non-Public Session 1, and 2/22/22 Non-public Session 2*
2 *as written.*

3 **SECOND:** Selectwoman Blake

4 **DAVID HEMENWAY – YES**

5 **NORMANDIE BLAKE – YES**

6 **MARLO HERRICK – YES**

7 **The motion passed 3 to 0.**

8
9 **MOTION:** Chairperson Hemenway

10 *To close the meeting at 9:19pm*

11 **SECOND:** Selectwoman Blake

12 **DAVID HEMENWAY – YES**

13 **NORMANDIE BLAKE – YES**

14 **MARLO HERRICK – YES**

15 **The motion passed 3 to 0.**

16
17 *Minutes taken by Russell Tatro.*

Approved as Written 3/21/22